

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 19 AUGUST 2005**

I. CEFMS:

A. We are analyzing and testing general ledger correlation changes. We determined that some of our initial general ledger correlation changes required fine tuning in order to correctly reflect the revolving fund business process. We are continuing to analyze and correct either program updates or general ledger correlation changes to meet our end of year timeline.

B. We continue to work on year-end closing actions by completing problem reports, revising the general_ledger_corr_yearend table, testing the closing process on USACE databases and developing new showstoppers. The following actions are completed or ongoing:

- We made several changes to different year-end reports.
- We changed the closing of receipt accounts due to a DFAS regulation update.
- We added a new showstopper for appropriation refund bills. At the closing of this fiscal year, there can be no outstanding appropriation refund bills. They have to be collected or reversed before closeout can occur.
- We tested several USACE activities for year-end closing and will continue the process until all databases are finished.
- We activated the YESHOWSTOP program at the beginning of August so all USACE activities can begin to review their showstopper and miscellaneous reports for pre-closing actions needed in preparation for their official year-end closing.
- We reviewed the Year-End Closing Manual for FY2004 and made needed modifications for FY2005.

C. We modified, reviewed and tested all military reports and reconciliations for the cash award and appropriation refund redesign. We had to add budgetary general ledgers and general ledger formula keys to several reports. All were in balance after modifications were completed.

D. We continue to monitor the daily transaction submission to CEEMIS. We had to modify the program due to a timing issue which was causing out of balance conditions. We created adjusting transactions for June and July due to missing transactions or invalid updates.

E. The credit card accrual and reversal screens brought in all transactions marked with a "Y" to accrue and reverse. Users expressed an opinion that they didn't always want to accrue everything and it was too laborious to arrow down and take out the "Y". Programming was changed so that transactions are not automatically marked "Y". We added a new button to the credit card accrual and reversal screen so that the user can mark all transactions for accrual or just arrow down and mark the obligations to be accrued.

F. We completed testing of in-house appropriation refunds for new general ledger correlations for supervision and administration on ENG93s, receiving reports, accruals, reversals, contracts disbursed by others, government orders (TBO, IPAC, non-IPAC), and credit cards.

G. We discovered that the deliver_to_emp_id_no table on bulk purchase requests was not being populated and the receiving report screen was looking for this field. We changed the code to populate this field with the same emp_id_no as the originator for bulk credit card purchases.

H. We found that some USACE activities have added credit card numbers to the Visa miscellaneous purchase employee_credit_card table that begin with 471655. These are used only for purchase of diesel fuel and should not be loaded into the table. We added an edit that all numbers added to this table must begin with 471630.

I. We are developing a new process that will allow labor charge codes with a resource code of TIMEOFFAWD (time off award) to be accrued. This change is scheduled for release in September 2005.

J. We released CEFMS programming to modify the Cash Award process in the labor and payroll module. The CEFMS change includes new cash award screens for recording cash awards, accruals and reversals of accruals. The new process provides an easier method for the user needing to reverse an entry recorded to an incorrect charge code and subsequently, record the transaction to the correct charge code.

K. We corrected a problem in the Void Miscellaneous Disbursement Program that had caused an imbalance on the Far East District database. When the activity voided a disbursement, the program did not populate the method of accomplishment code.

L. We researched a problem with the IPAC File in the Gulf Region Division Data Base. The current month's bills would not pull into the disbursing database. A check of the data showed that the bills from the prior month had not been updated with the IPAC Transmission Data. This often happens on the overseas USACE activities when the UFC is generating the file in Central Standard Time. The GRD database may have been offline at that time and not able to be updated through the database links. We made a programming change to correct the data.

M. To assist Customer Service Representatives (CSRs) in recognizing errors when they transmit payroll files to the Defense Civilian Payroll System (DCPS), we added additional error messages to be displayed in a pop-up box. Earlier error messages were displayed only in the View Host Results screen and were sometimes overlooked which resulted in last-minute rescue efforts by the CEFMS labor team. This change should prevent future occurrences of a CSR being unaware of an unsuccessful payroll file transmittal, and reduce the potential for DCPS having to pay "emergency" time.

N. We revised the Budget vs. Actual Direct Labor report (budlabor) in the Operating Budget Module so that Japan District could use this report to reflect labor for Local Nationals. Overhead (G&A and Departmental) is applied against Local National labor as well as GS employee labor. The Local National portion of the labor base is only partly recorded in CEFMS cost records. The cost records do not include the COLA (Cost of Living Adjustment) surcharge added to the Local National labor before overhead is applied. The Operating Budget report was revised to use cost records and compute this additional amount so that those reviewing the report have an accurate picture of how much labor subject to overhead was budgeted, and how much has actually been worked.

O. We modified the Position Worksheet Report in the Operating Budget Module to provide an additional option when users run the report by org code. This option provides summary information on hours, FTE (Full Time Equivalent), and dollars for each org code in three categories: Civil, Military, and Revolving Fund. Labor budgeted against the Revolving Fund S&A accounts is included in the Military category. The report also provides a summary total for all org codes in each of the three categories. This option allows USACE activities to compare the FTE budgeted on the Position Worksheets with the expected manpower authorizations. The report can also be compared with each activity's plan for manpower execution. It is important to recognize that FTE in the Revolving Fund category must be allocated to Civil or Military because Revolving Fund is not a reportable appropriation in manpower.

P. We monitored the recently implemented cost share automated withdrawal program. This program automatically withdraws the sponsor's share of actual cost incurred on a cost share project from the sponsor's cost share advance account and work-in-kind (WIK) account. We ensured the automated withdrawal program ran successfully on 14 Aug 05. We also ensured that emails were sent on 15 Aug 05 advising cost share responsible employees of the reason the withdrawal process could not execute for specified cost share projects. The program withdrew \$77 million from sponsor advance accounts and \$37 million from sponsor estimated work-in-kind accounts from a total of 1105 cost share sponsors. Additionally, the program closed out two cost share projects.

Q. We completed non-labor CFO changes to remove updates of general ledger accounts 5700 (Expended Appropriations) and 3100 (Unexpended Appropriations) for Special and Trust Fund Appropriation transactions. The revised general ledger correlations and programming will be deployed to all USACE activities on 1 Oct 05.

R. We revised P2 data on the over-certified funding account email to make it easier to read. This change will help improve the resolution of these over-certified funding accounts.

S. We developed a customer order process to change performing activity (PA) and requesting activity (RA) technical and financial points of contact (POC) recorded on a customer order. USACE activities needed to be able to change these POCs in mass when a technical or financial POC associated with a multitude of customer orders needed to be changed. Previously, it took an excessive amount of time to change the old POC to a new POC, one customer order at a time. Using the new process, these POCs can be changed quickly and efficiently.

T. We changed the Multipurpose Power Balance Sheet automated program so that when a user "generates" a balance sheet for a Multipurpose Power project, it will automatically close the multipurpose equity accounts. This is the same process that occurs at fiscal year-end closing with the mpclose report. Now, each time the report is generated, it will overwrite the mp_equity table and update the table with the changed account balances. This new process provides interim financial statements, and gives USACE activities the capability to assess the balance sheet position at any time.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	754	766
Priority #1 Problems	83	95

We received 209 new problem reports and completed 221 problem reports.

B. Database Imbalances on our 62 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	58	58
One	1	0
Two	1	2
Three	2	1
Four	0	0
Five	0	1
Six	0	0
Seven	0	0

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON:	227
HUNTSVILLE:	24
USACE HQ:	1
DA Interns:	3
TOTAL:	255

B. DISBURSING WORKLOAD DATA

PAYMENT	CURRENT MONTH Aug 01-16	YEAR TO DATE Oct 01-Aug 16
CHECK:		
CHECKS ISSUED	6,514	122,477
PERCENT OF TOTAL	9%	11%
DOLLAR AMOUNT	\$73,820,888	\$1,064,968,002
EFT:		
TRANSFERS MADE	34,992	539,250
PERCENT OF TOTAL	91%	89%
DOLLAR AMOUNT	\$1,202,415,037	\$17,855,913,684

*percentages adjusted for utility checks which do not have to participate in EFT.

IV. OTHER UFC ISSUES:

A. Members of the USACE National Recreation Reservation Service (NRRS) Financial Management Team and the Operational Team (made up of representatives from USACE, Department of Forest Services, Department of Park Services and the Smithsonian Institute) will meet at the UFC on 31 Aug 05 to discuss the new contract and its implementation/impact on USACE processes.

B. The UFC reports its military financial statements/reports to DFAS Indianapolis. For this reason, DFAS Indianapolis will ask their internal review staff to review Army intra-governmental receivables in the near future. The purpose of the review is to determine how Army keeps their delinquent debt so low and share the information with the other DFAS Centers. No details have been provided as to where the review team will visit.

C. The UFC Debt Management Division is reporting some progress in the payments from the Homeland Security Agency of Oil Pollution Act (OPA) bills by the Coast Guard/EPA. In Aug 05, we collected over \$400K. UFC personnel have been providing billing histories to the Coast Guard Finance Center and Tony Roberson, the USACE OPA liaison POC. This has helped the Coast Guard to identify the bills that need to be paid.

D. The UFC Travel Division is currently processing PCS travel settlement vouchers received on 8 Aug 05.

E. On 11 Aug 05, Mr. Jason Aycock of the Navy Facilities Southern Division visited the UFC to conduct the Mission Dependency Index Survey. Interviewees were Deputy Director of Administration, James Greene and Facilities Manager, Gary Hudson. The survey will be used to determine the criticality of installation infrastructure, as well as to prioritize maintenance dollars and consequence management decisions. This information is used by the Navy to prioritize resource allocations in the event of certain emergency scenarios. During the survey, we emphasized the critical nature of the UFC mission and characterized continuation of our operations as absolutely essential to the overall mission of USACE.

F. The UFC recently completed a summary report for the second quarter FY05 (January through March 2005) TDY post audits. Of the 1388 vouchers audited, 272 (19.6%) had a monetary error or errors. This compares to a first quarter FY05 error rate of 27.7%. As has been the case in the past, due diligence by travel voucher approving officials would have identified many of the errors prior to payment. Four sites - Rock Island District, New England District, South Atlantic Division Headquarters, and Albuquerque District - did not provide audit results. This is the second consecutive quarter that Rock Island and New England districts have not provided audit results.

G. On 16 August, the UFC completed an audit of commercial payments for the fourth quarter of FY04 (July through September 2004). This audit identified two problem areas that occur throughout USACE. One common error is the frequent misuse of the Prompt Payment Act (PPA) indicator. Obligations are often coded PPA exempt when they should not be; and conversely, obligations that should be coded PPA exempt are not. The other problem area is vendor addresses in CEFMS that are not the same as those reflected in the hard copy obligating document. This was especially prevalent for ENG 93s and lease transactions.

H. USACE has a statement of difference with Treasury regarding the International Cooperative Administrative Support System (ICASS) payments owed to the Department of State. To alleviate this problem, starting in FY06, the UFC will accept government orders (rather than advances) from the USACE activities that are responsible for these charges. A new Revolving Fund facility account has been established and will be funded on the Finance Center CEFMS database. This will enable USACE to make the payments at the time the State Department sends their bill via IPAC. Distributable billings will then be processed against the funds received from the USACE activities as these bills are paid. The USACE activities will be required to have their obligations established throughout the year instead of waiting until after the bill is received. We will need coordination with HQUSACE on the breakdown of the ICASS billing in a timely manner to facilitate this process.

I. On 11 August, we sent FEMA and CERM-F an updated aging of disaster accounts receivable due from FEMA. The total was about \$1.4M with 55% of these delinquent (over 30 days old from bill date). On the same date, we sent FEMA, CERM-F, and CECW a status of non-disaster receivables due. The total non-disaster receivables were about \$61M with 57% over 90 days old. Ninety-four percent of all delinquent non-disaster bills belong to Jacksonville, Mobile, and Wilmington Districts. We will continue to work with HQUSACE and FEMA to collect past due amounts.

J. On 17 August, we participated in the periodic teleconference with the HQUSACE Strategic Sourcing Program Office (SSPO). Much of the discussion concerned the IM/IT study covering topics such as the continuing government organization, plans for a mock RIF, identification of all affected employees, and the perceived degradation in the quality/control of information and guidance from HQUSACE regarding this study. The SSPO made complimentary remarks concerning the UFC study, in particular, the PWS. Also mentioned was a reminder of the VTC on 24 August with MSC Commanders/Directors regarding the Logistics High Performing Organization Pilot Program.